



**State of Hawaii
Department of Health
Disease Outbreak Control Division
Downtown, Oahu**

Public Health Administrative Officer V

\$4,603 - \$6,813 monthly, commensurate w/ training and experience

This position serves as the chief administrative officer for the Division. The Public Health Administrative Officer develops and supervises the non-medical aspects of the Division by managing operational details, providing guidance and advice to branches through implementation of administrative plans, policies, procedures and evaluation; and serves as liaison with other offices and agencies. The position reflects the statewide scope and complexity of the Division, providing administrative support that has become more varied and difficult mirroring national and global disease trends; i.e., the emergence or re-emergence of infectious disease and the required interagency public health response; preparation for threats of bioterrorism; statistical data analysis and electronic laboratory reporting of diseases.

Minimum Qualifications

EDUCATION: Graduation from an accredited four (4) year college or university with a bachelor's degree.

GENERAL EXPERIENCE: One and one-half years of business administration, public administration, or other responsible professional experience which required a high degree of analytical skill (e.g., management analysis, budget analysis, program analysis) and which involved evaluating and improving elements such as managerial policies, systems, work methods and practices, personnel needs and utilization, and quality of services rendered, of an operating program.

SPECIALIZED EXPERIENCE: Two years of administrative and/or professional analytical experience of the type and quality described in General Experience above involving or directed at a public health program which demonstrated that the applicant possesses knowledge of public health programs, plans, policies, procedures, etc.

LICENSE: Valid Driver's License Preferred.

Who May Apply

LEGAL AUTHORIZATION TO WORK REQUIREMENT: The State of Hawaii requires that all persons seeking employment with the government of the State shall be citizens, nationals, or permanent resident aliens of the United States, or eligible under federal law for unrestricted employment in the United States.

How to Apply

Visit the Department of Human Resources Development website at
<http://agency.governmentjobs.com/hawaii/default.cfm>.

Recruitment # 215316, continuous until needs are met.

Other Information

For additional information, you may contact:
Sarah Y. Park, MD, FAAP
State Epidemiologist
Chief, Disease Outbreak Control Division
Department of Health (808) 587-6845